



NEWINGTON PUBLIC SCHOOLS

www.npsct.org

INVITATION TO BID

Sealed bids will be accepted for **the sale of a used white Baby Grand Knabe Piano until Thursday, June 26, 2014, at 3:00 p.m.** in the Finance Office, Newington Public Schools, Newington Town Hall, 131 Cedar Street, Newington, CT. Bids will be opened at that time.

The piano will be available for inspection on Friday, June 20 at 3:00 p.m. at Newington High School in Room 406. Any questions will be answered at that time.

This bid opportunity encompasses the sale of one piano in used condition and there is no guarantee of the working condition. The item will be sold as is/where is condition and has been used throughout the Newington Public School System.

General specifications and other bid data may be obtained from the Newington Board of Education website www.npsct.org under District Services, Finance & Operations and then Current Bid Opportunities or by contacting the Finance Office at (860) 665-8640. This bid will also be posted on the Town of Newington's website www.newingtonct.gov

The Board of Education reserves the right to reject any or all bids in the best interest of the Town of Newington and its school department.

Lucian G. Jachimowicz
Chief Finance & Operations Officer

Project Summary

Through these General Requirements the Newington Public School System will offer for sale a used white baby grand Knabe piano in used condition and being sold as is/where is. This item has been used throughout the school system. The items is currently housed at Newington High School in Room 406.

Pre Bid Meeting

There will be a non-mandatory pre-bid meeting at 3:00 p.m. on Friday, June 20, 2014 in Room 406 at Newington High School, 605 Willard Avenue, Newington, CT 06111.

Inspection

The piano can be viewed by visiting room 406 at Newington High School between Monday and Friday from 8:00 a.m. until 3:30 p.m. or at the Pre Bid Meeting.

Warranty Requirements

All items will be sold as is/where is condition. No Warranty.

Obtaining Bid Information from Newington Board of Education Web Site

It is the responsibility of prospective bidders to notify the Newington Board of Education Chief Finance & Operations Officer at (860) 665-8640 of the fact that specifications were obtained from the web site. With this information, the Newington Board of Education will be able to notify prospective bidders of any clarifications to the bid specifications and/or the issuances of addenda to the bid package prior to the date of the bid opening. Failure to notify the Chief Finance & Operations Officer that specifications were obtained from the web site may result in supplemental information not being communicated to a prospective bidder. As a result, any irregularity in a bid submission (e.g. an addendum is not acknowledged) could result in disqualification of the bid.

Newington Board of Education
Used Piano Sale
Detailed Specifications

Section I – Specifications

Piano Specifications:

The item will be sold “as/where is” with no guarantee of mechanical condition. It is a white Knabe baby grand piano.

Term of Purchase:

Items are sold as is. No payment is due at the time of the bid. The bid winner of the item will provide payment prior to removal of the items via money order, certified or bank check made payable to Newington Board of Education. Failure to submit the amount due, or failure to comply with the Detailed Specifications, will result in forfeiture of the winning item.

Removal Requirements:

The Buyer shall remove the items purchased, within **seventy-two hours** (three business days) of the notification of award of appliance. The successful bidder must provide all necessary equipment and materials needed to remove the items. The successful bidder is responsible for any expenses incurred during the removal process. Failure to comply will result in the forfeiture of the item. The appliance will then be offered for sale to the next highest bidder.

Nondiscrimination:

The bidder is required to comply with all provisions of the Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972, Executive Orders 11246, 11375, 11478, the Americans with Disabilities Act, and if applicable the Connecticut Fair Employment Practice Law and Section 122 of the State and Local Fiscal Assistance Act. The bidder is required to provide a signed Non Discrimination Statement as contained in these specifications.

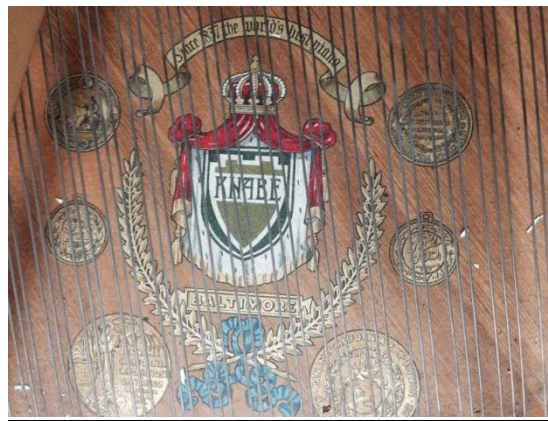
Safety:

The Buyer shall take all reasonable precautions to ensure the safety of workers, town employees, and the general public at all times.

Hold Harmless:

The Buyer agrees to indemnify, defend and hold harmless the Town of Newington, the Newington Board of Education, its respective officers, employees, agents and/or servants against all demands, claims, actions, or causes of actions, losses, damages, liabilities, costs and expenses, including without limitation, interest, penalties, court costs, and reasonable attorney's fees, asserted against, resultant to, imposed upon, or incurred by the Town of Newington resulting from or arising out of:

1. Any breach by the Buyer of the terms of the specifications, or
2. Any injuries (including death) sustained by or alleged to have been sustained by the officers, employees, agents and/or servants of the Town of Newington or the, or
3. Any injuries (including death) sustained by or alleged to have been sustained by any member of the public or otherwise any or all persons, or
4. Any damage to property, real or personal (including property of the Town of Newington or its respective officers, agents and servants), caused in whole or in part by the acts or omissions of the Buyer, any material men, or anyone directly or indirectly employed by them while engaged in the performance of any work for the Town of Newington.



AFFIRMATIVE ACTION STATEMENT

MUST BE ENCLOSED WITH BID

Newington Public Schools
131 Cedar Street
Newington, CT 06111

Date_____

The employment policies and practices of _____
(Vendor)
are to recruit and employ qualified job applicants without discrimination based on race,
creed, color, religion, age, sex, national origin or handicap and to treat all employees
equally without discrimination because of race, creed, color, religion, age, sex, national
origin or handicap.

(Signature)

STANDARD INSTRUCTIONS TO BIDDERS

These instructions are standard for all bid opportunities issued by the Newington Board of Education for the sale or purchase of all supplies, materials, and equipment. The Board of Education may delete, supersede or modify any of these standard instructions for a particular bid by indicating such changes in the section titled Detailed Specifications.

1. The bidder must sign the attached bid submission form with full knowledge of, and in agreement with, the general specifications, conditions, and requirements of this bid.
2. Return in a sealed envelope: one (1) copy of the bid submission form, and check for any securing deposit required, as defined in the Detailed Specifications section of the bid package.
3. Bids placed by vendors must complete and sign the Affirmative Action Statement found in the bid package, and include it with the bid submission.
4. Place the bid submission form and the securing deposit check in an envelope marked with bidder's name and address on the upper left-hand corner.
5. Bids should be addressed to Lucian G. Jachimowicz, Chief Finance & Operations Officer, Newington Board of Education, 131 Cedar Street, Newington, CT 06111. Clearly mark the envelope with the title of the bid and the date and time of the bid opening.
6. Bids received later than the time and date specified for the bid opening will not be considered. Responses to bid opportunities not consistent with the outline of the bid submission form will be considered non-responsive. Any material difference of the bid response from the bid submission form outline is grounds for possible disqualification from the bid. Amendments to the bid proposed by the respondent will not be considered. Withdrawal of a bid after the bid opening is allowed if done in writing by the respondent.
7. Bidders may be present at the opening of bids.
8. The Board of Education reserves the right to reject any and all bids, waive technical defects, and make awards by item or total as may be in the best interest of the Town. If a bidder desires to bid on an "all or nothing" basis, he shall so indicate on the bid schedule. When an "all or nothing" bid is submitted, the bidder must bid on every item on the bid schedule.

The bidder is required to comply with all provisions of the Civil Rights Act of 1964, the Equal Opportunity Act of 1972, Executive Orders 11246, 11375, 11478, and, if applicable, The CT Fair Employment Practice Law

BID SUBMISSION
INTENT TO PURCHASE PROPERTY FORM
NEWINGTON PUBLIC SCHOOLS

The company or individual identified below agrees to all of the conditions, specifications and instructions contained in the attached Detailed Specifications for Used Piano Sale, and the Affirmative Action Statement that comprise this bid submission.

Base Bid: Write in the amount for the appliance(s) you are bidding on.

<u>Item</u>	<u>Description</u>	<u>Bid Amount</u>
Piano	White Knabe Baby Grand	\$_____

The undersigned is submitting this bid without collusion with any other individual or corporation.

SUBMITTED BY:

Firm: _____ Signature: _____

Address: _____ Printed Name: _____

Address: _____

Title: _____ Telephone: _____

Email Address: _____

Acknowledgement of Addendum #1 _____ (please sign if issued)